ATTACHMENT 1 TO SRCAD 2018-02 IN THE CIRCUIT COURT IN AND FOR SANTA ROSA COUNTY, FLORIDA

CHECKLIST FOR OPENING FORMAL ADMINISTRATION

Estate of:			_ Ca	Case No:				
		ey of Record:						
Age at Death:	N	Aarital Status:						
Decedent's Reside	nce as Listed on D	eath Certificate:						
Type of Estate:	Testate [Intestate	Anc	illary	/ <u> </u>			
			Attorney Certification YES NO N/A					
1. Certified Death C	Cartificata Filad?		<u> </u>					
2. Last Will and Test Original Will filed? (c	stament or authenticated copy fo	or ancillary) 5.200(j)						
Date of Will:	Date of	of Codicil:	Fill in	infori to left	nation			
Deposit Guardia Caveat = [If an heir-notif	#fy attorney, must serve forma	732.901	if :	i infori o the le applica	,			
If a copy is filed, a per 5.025 and F.S. 733.20		vill complying with Rule 5.510 &						
	self-proved under law w	where executed; other state where executed						
If not self-proved, an	oath of witness is filed?	? 733.201(2)						
Properly executed? 7								
If not, proper oath? 7	733.201(2)/(3)							
3. Petition for Admi	inistration contain	s the following informatio	n:					
A statement showing	interest of petitioner 5	.200(a)						
Petitioner's name and	address 5.200(a)							
Petitioner's attorney's	name and office addre	ss 5.200(a)						
Name of decedent 5.	200(b)							

Decedent's last four social security numbers 5.200(b) Date and place of death of the decedent 5.200(b) Date and place of death of the decedent 5.200(b) Date and place of death of the decedent 5.200(c) Date and place of death of the decedent 5.200(c) Date and place of death of the decedent 5.200(c) Date and place of death of the decedent 5.200(c) Date and place of death of the decedent 5.200(c) Date and place of death of the decedent 5.200(c) Date and place of death of the decedent 5.200(c) Date and place of death of the decedent 5.200(c) Date and place of death of the decedent 5.200(c) Date and place of death of the decedent 5.200(c) Date and place of death of the decedent 5.200(c) Date and place of death of the decedent 5.200(c) Date and place of decedent 5.200(d) Date and place of death of the decedent 5.200(d) Date and place of de		Attorney Certification			Review of Attorney Certification
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	Signed by petitioner 5.020(a)				
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ne verified petition complies with 5.200 and 5.020(e)	The verified petition complies with 5.200 and 5.020(e)				

		Attorney Certification			Review of Attorney Certification
		YES	NO	N/A	CONFIRMED
4.	PERSONAL REPRESENTATIVE Does the Potition Show Priority of Potitionen to Serve as Person	nal I	Donn	ogo n	tativa: 5 200(a)
	Does the Petition Show Priority of Petitioner to Serve as Perso Intestate 733.301(a)(b)	liai i	xepr	esen	tauve: 5.200(e)
	Surviving spouse 733.301(1)(b)1				
	Selected by majority in interest of heirs 733.301(1)(b)2				
	Heir nearest in degree (if more than one applies, court may select the one best qualified) 733.301(1)(b)3		, mark	boxes	
	Guardian of property of a ward entitled to appointment, or may exercise		on left	t	
	right to select personal representative 733.301(2)				
	☐ If not entitled to preference, notice given 5.201(b)				
	<u>Testate</u> 733.301(1)(a)				
	☐ Personal representative, or successor, nominated by the will				
	733.301(1)(a)				
	Selected by a majority in interest of persons entitled to the estate				
	733.301(1)(a)2 ☐ A devisee under the will (if more than one applies, court may select the	If yes	, mark on left		
	best one qualified) 733.301(1)(a)3				
	☐ If not entitled to preference, notice given or consent 5.201(b)				
	If Petitioner is a nonresident, does Petition show that he/she is qualified to				
	serve? 733.304				
	☐ Legally adopted child or adoptive parent of the decedent 733.304(1)				
	☐ Related by lineal consanguinity to the decedent 733.304(2)	If yes, mark boxes on left		b	
	☐ Spouse, brother, sister, uncle, aunt, nephew, or niece - or someone				
	related by lineal consanguinity to any such person 733.304(3)				
	☐ The spouse of a person otherwise qualified to serve 733.304(4)				
5.	Bond of Personal Representative				
	Bond waived in will 733.402 (1)				
	Bond waived by all interested parties and waivers are attached 5.235(c)				
6.	Miscellaneous				
	Proposed Order Admitting Will/Codicil 5.530(c)				
	Proposed Order Appointing P/R 5.235(a)(1) (may be combined with above				
	Order)				
	Proposed Order provided for Bond, if applicable 5.235(a)(2)				
	Oath of Personal Representative and Designation of Registered Agent				
	☐ Notarized 5.235(a)(3) / 5.320	If ves	f yes, mark boxes		
	Resident Agent Accepted 5.110(d)	, 55	on left		
	Proposed Letters of Administration 5.235(b)				

I certify that I have personally reviewed the foregoing checklist and it is accurate.

and court filings.		
Attorney for Estate:		Date:
Mailing Address:		
City:	State:	Zip:
Phone Number: ()		
Email address:		

In making the certification, I have relied upon the information set forth in the pleadings